



Cleaner Application Pack

15 hours/week

3:15pm – 6:15pm

Band A+B Scale Point 2-4

Required as soon as possible

The Orchard School

The Orchard School is a Maintained Special School for children with severe, profound, and complex learning difficulties and medical needs. There are currently 151 pupils on roll and our children range from 4 – 11 years.

We have a purpose-built premises with excellent facilities which include a music and drama studio, white and dark room studios, soft play room, sensory room, swimming and hydrotherapy pools and defined outdoor play areas for differing ages and abilities.

Along with teaching and classroom support staff, the school is supported by a multi-agency team of nursing, physiotherapy, occupational therapy and speech therapy colleagues, and a teacher of the visually impaired. These staff are based in the school part of the week and have dedicated on-site facilities. There are nursing staff on-site the majority of the week. Medical out-patient clinics run by consultant paediatricians take place regularly and there are also specialist ophthalmology and occupational therapy clinics in school. Multi-agency teamwork is an essential and highly valued aspect of the school.

We endeavour to provide the very best learning opportunities for all. Our bespoke curriculum is underpinned by the National Curriculum and every child has a personalised learning journey to enable them to achieve their best potential.

Additional information about the school is available on the school website:

www.orchard.sandwell.sch.uk



CLEANER

Hours: 15 hours per week (3.15pm – 6.15pm)
Full year

Rate of pay: Band A+B, SCP 2-4 (£23,656 - £24,404 p.a.)
Hourly Rate £12.26 - £12.65

Contract type: Permanent

We are seeking an exceptional Cleaner to join our dedicated team at The Orchard School. This is an excellent opportunity to contribute to the maintenance and upkeep of our well-equipped, purpose-built premises, ensuring a clean, safe, and welcoming environment for our pupils and staff.

We are currently seeking candidates who are available to work 15 hours a week (3:15pm – 6:15pm), Monday to Friday. Please note this post is an all-year post and candidates will be expected to work during school holidays.

If you are interested in the above post, please complete the application form which can be found on the school website including a letter explaining why you are suitable for the role.

If further information is required, please call Adrian Smith or Deanna Jackson on 0121 569 7040

The applicant will need to possess:

- High standards of written and spoken English.
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for the role.
- Appropriate qualifications, as detailed on job specification.

If you are passionate about creating a clean, safe, and welcoming environment for our pupils and staff, we encourage you to apply for this rewarding role. Join our dedicated team at The Orchard School and help us create a nurturing and inclusive learning environment.

JOB DESCRIPTION

Job Title	Cleaner			Directorate	The Orchard School
JE Reference No:		Grade	Band A+B SCP 1-4	Service	Schools
Responsible to:	Headteacher Site manager			Contacts	Headteacher and all school based staff Customers (pupils) Caretaking/Cleaning Officers Site Visitors
Persons responsible for	None			Working hours	15 hours per week (3:15-6:15) Monday 1 Friday
Special Conditions	Holidays to be taken during periods of school closure. Hours worked during school holiday periods may vary by agreement with Head Teacher or Site Manager				

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:

To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Your current duties and responsibilities are:

1. Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing, cleaning microwaves and kitchen areas and emptying of litter bins.
2. Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
3. Use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
4. Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
5. To work at all times under the direction of the Site Manager(s) and assist in laundry duties as and when required.
6. Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
7. To adhere to the Authority's policies, site policies and in particular those relating to the Health and Safety at Work Act 1974.
8. It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for

themselves and any employees they are responsible for in line with these policies and the CRE standards.

9. Use and development of ICT as required.
10. Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holders salary grade, abilities and aptitudes.
11. The post holder must at all times carry out his/her responsibilities with due regard to the Councils policy, organisation and arrangements for Health and Safety at Work.
12. All staff within the school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

Other Duties:

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the school's policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.

PERSON SPECIFICATION

Job Title	Cleaner		Directorate	The Orchard School
JE Reference No:		Grade	Band A+B	Service Schools
Completed by	Elizabeth Hopewell		Date of Issue	December 2024

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
Good general standard of education.	Yes	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
Previous cleaning experience is advantageous		<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
3. Training			
Willing to undertake all training necessary to perform the role.	Yes	<input type="checkbox"/>	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.

4. Special Knowledge			
Understanding of Health and Safety Knowledge of Risk Assessments COSHH	Yes	<input type="checkbox"/>	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)			
Flexibility	Yes	<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition			
Good communication skills at all levels Patient, caring and sympathetic to the needs of SEN pupils Able to work on own initiative and as part of a team Flexibility in sharing the workload Using initiative	Yes	<input type="checkbox"/>	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc
7. Practical and Intellectual Skills			
Ability to work to a very high standard and under pressure	Yes	<input type="checkbox"/>	Performance in related selection process.
8. Legal Requirements			
DBS Clearance	Satisfactory medical and criminal clearance good references from most recent employer	<input type="checkbox"/>	Application form and interview questioning and references.

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks			
Please ✓ required check(s) referring to Section 9 of Guidance on completing individual sections of the Personnel Specification			
The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
No Check Required	<input type="checkbox"/>		
10. Politically Restricted Post			
Is this post a "politically restricted post"?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".			
11. Main Physical Activities/ Requirements of the Post.			
Please ✓ if activity requires to be undertaken. The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities			
Lifting / manual handling / client handling	<input checked="" type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input checked="" type="checkbox"/>	Manual cleaning /domestic duties	<input checked="" type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input checked="" type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			
12. Safety Critical Posts			
A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post. A safety critical post is one that is likely to be exposed to:-			
<ul style="list-style-type: none"> • Noise e.g. gardeners using mowers and highways road workers) • Vibration <ul style="list-style-type: none"> ○ Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers) ○ Whole body vibration (e.g. tractor drivers) 			

- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

Yes

No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.

Yes

No

The employee requires a command of spoken English, to enable the effective performance of the role.

APPLICATION PROCESS

If you have the experience and passion to join our team, application forms are available below from the school website www.orchard.sandwell.sch.uk , email deanna.jackson@orchard.sandwell.sch.uk or contact Deanna Jackson on 0121 569 7040

If you require more information about how to apply for the post, please call 0121 296 3000.

Completed application forms are to be returned to deanna.jackson@orchard.sandwell.sch.uk Please ensure application forms are signed if sending via email. If you provided an email address, correspondence will be sent via e-mail.

If you are successful in being short-listed for interview, you will be contacted via email within 28 working days of the closing date. **Please ensure you check your junk/spam boxes as well as your inbox in case any correspondence has been delivered there.**

Closing date: Monday 13th January 2025 @ 9am
Shortlisting: Tuesday 14th January 2025
Interviews: Monday 20th January 2025

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) check is required for this post. An **online search** will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.